



CITY MANAGER'S OFFICE
CITY OF NEWARK

220 South Main Street · Newark, Delaware 19711
302.366.7000 · Fax 302.366.7035 · www.cityofnewarkde.us

POSTED: March 5, 2017

PARKING AMBASSADOR

This is a regular, part-time position responsible for the community parking relations and enforcement of parking regulations for the City's parking division. Must be able to work outside, walk long distances in all weather conditions, and be able to work evenings and weekends. Must be honest and possess a valid driver's license and a good driving record. Starting hourly pay rate of \$19.37, plus paid vacation and holidays.

Interested individuals can review a full job description online and must complete an application at www.newarkde.gov/jobs by **4:00 p.m. Friday, March 17, 2017**. EOE.



City of Newark, Delaware Position Classification Plan

Job Title:	Parking Ambassador		
Employee Classification:	CWA	Emergency Status:	Non-Emergency Essential
Department:	Administration	Salary Grade:	
Division:	Parking		
Nature of Work			
This is a technical position responsible for the enforcement of local parking regulations and the performance of related public safety work under narrowly prescribed guidelines and under limited supervision.			
Illustrative Examples of Work			
<ol style="list-style-type: none"> 1. Issues traffic summons to vehicles parked in violation of local parking regulations. 2. Boot and immobilize vehicles as required. 3. Patrols assigned route to observe illegally parked vehicles. 4. Reports damaged, malfunctioning or inoperative meters to Parking Division. 5. Directs traffic as assigned. 6. Performs other related duties as required. 7. Direct patrons to available parking and answer question about business locations. 			
Employment Standards			
Experience:			
<ol style="list-style-type: none"> 1. The ability to understand and enforce local parking regulations. 2. The ability to understand and follow verbal and written instructions. 3. The ability to write legibly. 4. The ability to speak clearly over radio. 5. The ability to manage difficult situations and/or individuals. 6. The ability to establish and maintain effective working relationships with City employees, elected officials and the general public. 7. Tact, courtesy, integrity and dependability. 8. Successful pass a criminal background check. 9. Any combination of experience and training which provides an equivalent to the minimum desirable employment standards. 			
Education and Certification:			
<ol style="list-style-type: none"> 1. High school diploma or equivalent. 2. Possession of a valid driver's license and a good driving record. 			
Essential Job Standards			
<ol style="list-style-type: none"> 1. Ability to sit, stand and kneel for an extended period of time in an administrative environment. 2. Ability to walk and navigate uneven surfaces in the field to supervise direct reports. 3. Ability to lift and carry related materials/parts of at least 25 pounds while utilizing proper safety measures. 4. Lift materials, as needed, overhead to complete job tasks. 5. Ability to type on a keyboard, use a mouse, and view monitors for an extended period of time in an administrative setting. 			
Approved By:			
<div style="border-top: 1px solid black; width: 100%;"></div> City Manager		<div style="border-top: 1px solid black; width: 100%;"></div> Date	